

**IT WORKFORCE  
COMMITTEE MEETING  
10/16/02**

Present

Kathy Ryan  
Chuck Conner  
Bill Vance  
Peter Long  
May Day from Dept of Personnel

Occupational Studies

Will focus on the classification specs and will be working with Subject Matter Experts and technical personnel.

Will update and review the knowledge and skills sets along with experience.

The focus is no longer on the position or the grade levels but the work or type of work to be performed.

The biennium, Occupational Studies will be performed for Social Services and Rehabilitation, Engineering and Allied Services, and Mechanical and Construction trades.

When will the IT group be re-evaluated? Perhaps next biennium?

The last time IT was evaluated was in 1995. Engineering was done in 1993.

How do we request consideration for an occupation survey during the next biennium?

A letter requesting consideration should be drafted to Jeanne Greene at the Department of Personnel. If approved the survey is 4 years out.

What do we do with positions that are mis-classified?

The easiest thing to do would be complete a NPD 19 form and downgrade the position. This is not to be confused with poor performance an employee in that position.

Based on a job requirement, re-evaluation of a position may generate the creation of additional levels. On the compensation aspect of adding the new levels, legislative approval may be needed in order to grant.

Classification and compensation come from two different sources. The classification reviews will be done by the Department of Personnel.

The review of employment applications is done by a Subject Matter Expert, which may approve or decline the application.

If compensation and recruitment issues are still a problem, perhaps a presentation to the next Legislative session.

The Department of Personnel is working with UNR on technology classes that need to be offered to students that would make them more attractive for the State hire.